


Electronic Committee Sign-In (CSI)

The Electronic Committee Sign-in application (CSI) allows people to electronically sign up for committee hearings. Most Senate committees are using this application beginning with the 2013 Session. After you sign in to testify or indicate your position, the information is automatically passed to the committee staffs and chairs. The information you provide becomes part of the public record of the committee hearing.

There are three restrictions regarding use of electronic sign-in:

- You must sign up only on the day of the hearing.
- The agenda item must still be open for testimony.
- You must be on the capitol campus. If using a personal mobile device, you must connect to the Legislature's WSLPublic wireless network accessed from campus.

Signing in Using CSI

1. Open CSI using one of the following methods:
 - If using your own device, go to: <http://app.leg.wa.gov/m/csi> (see restrictions above).
 - If using a public access terminal on the legislative campus, click the icon on the desktop. (The application may already be open.)

Locations of Public Access Terminals:
 - The back of each Senate hearing room
 - Either end of the Cherberg Building main corridor
 - Two Legislative Information Center areas:
 - First floor of the Legislative Building
 - First floor of the Pritchard Building
2. Once CSI is open, the hearings for the day appear.
3. Click the hearing at which you wish to testify or indicate your position. The scheduled agenda items appear.
4. Click the applicable agenda item. To see who else is testifying for an item, click the display link at the top of the page.
5. Complete the form. Required information includes:
 - Testify: yes/no
 - Position: Pro/Con/Other
 - Indicate if you wish to testify as a panel. One person must fill in the contact information for all speakers.
 - First and Last Name(Other requested contact information is appreciated.)
6. Before submitting your information, review the form to confirm the correct agenda item and your testimony details.
7. Click **Send information to committee staff**. If you have not entered required information, you'll be moved to the top of the screen and the area of missing information will be outlined in red.
8. After entering your information, select one of the following:
 - Click **I'm Done** if no other sign up is necessary.
 - Click **Sign up for another agenda item in this meeting** to be returned to the list of agenda items.
 - Click **Sign up for a different hearing**.
9. If you return to the list of agenda items, you may either add another agenda item for the active meeting, or click **Choose a different hearing** to sign up for a different meeting. Your contact information for this session is retained, so you do not need to retype it.

Use your smart phone to scan the code at right
to go to <http://app.leg.wa.gov/m/csi>

